

**The University of Alaska Anchorage Accounting Club**  
**Constitution and By-laws**  
**(Adopted March 1, 1995)**  
Amended March 9, 2004

**Article I: Name**

The name of this organization shall be the University of Alaska Anchorage Accounting Club (UAAAC).

**Article II: Mission**

The mission of the UAAAC shall be to broaden the community's and the student's appreciation of the profession of accounting. The UAAAC will promote and expand the students exposure to the accounting and business communities by instituting a strong network of professional contacts; facilitate communication between the community, administration, and students; assist students in preparing for a career in the accounting profession; and sponsor various programs to enrich the educational and social experiences at the University of Alaska Anchorage and the local community.

**Article III: Membership**

**Section 1**

UAAAC Student Membership shall be limited to students enrolled at the University of Alaska Anchorage. Students who have met all the requirements of membership shall be entitled to all privileges and opportunities of membership and shall be entitled to vote at all UAAAC membership meetings and elections. Student Members shall be known as voting members.

**Section 2**

UAAAC Friend Membership shall be available to alumni, professionals, and other individuals who are interested in supporting the UAAAC. Friend Members shall be entitled to participate in all UAAAC activities and shall be granted the same privileges as student members except the right to vote at meetings and elections and to hold office within the UAAAC. Friend Members shall be known as non-voting members.

**Section 3**

UAAAC Associate Membership shall be available to professional groups and business entities who are interested in supporting the UAAAC. Associate Members and members of the entity shall be entitled to participate in all UAAAC activities and shall be granted the same privileges as Friend Members. Associate Members shall be known as associate non-voting members.

**Section 4**

Members of the UAAAC shall be defined as individuals or groups who have met the requirements for membership and are current as to payment of membership dues set forth in the by-laws.

## **Article IV: Official positions**

### **Section 1—Amended March 9<sup>th</sup>, 2004**

An Advisor will be selected by the students from interested, eligible UAA staff or faculty each year by membership. The advisor must either be a permanent full-time or a permanent part-time (at least 50%) member of the faculty (not on sabbatical) or a staff member at the University.

The advisor will be responsible for reviewing and approving all forms and documents of the university. The advisor shall stay informed of the activities of the club and university. The advisor shall also serve as a resource for the club in university processes and resources. Attend meetings and other activities of the club whenever possible. Be familiar with the Club Council Resource Manual.

### **Section 2**

The University of Alaska Anchorage Accounting Club membership shall elect officers to manage the affairs of the UAAAC, to provide leadership and support to UAAAC members, and to represent the UAAAC to the community at-large. Student members elected to office in the UAAAC shall serve a regular year term in office, commencing at the end of the Spring semester following the annual election or at the time of election in the event of a vacancy. In the event of an officer vacancy, the President shall have the authority to appoint a student member to perform those duties until a new officer can be elected.

Only students who plan to attend a full academic year will be eligible to serve in an officer position. Only voting members may serve as officers of the UAAAC and each student member may not hold more than one elected position at any given period of time. All officers must meet all Club Council eligibility requirements and no student may serve in an elected position if that student is currently on probation by the university administration or has been involved in activities that would discredit the UAAAC.

All officers shall be required to recite the following oath of office: "I (state your name) do solemnly swear to execute the responsibilities of my office to the best of my abilities. I will do so in an ethical manner in accordance with this constitution and any applicable law(s) or university regulations. I understand the commitment I am about to undertake and I do so freely and without hesitation.

The officers of the UAAAC shall be the President, the Vice-President, Director of Programs, Director of Finance, Director or Public Relations, and Secretary. The duties and responsibilities of the officers of UAAAC shall be as follows.

#### **President**

The President shall guide the general activities of the UAAAC and provide assistance to the club's officers, committees, and members as needed. The President shall be responsible for scheduling and chairing membership and executive meetings. The President shall appoint committee members, club representatives, and associates as needed. The President will maintain signature authority for the UAAAC and its funds. The President shall maintain signature authority for the UAAAC and its funds. The President shall assume additional duties so long as they do not conflict with any individual's rights of the constitution.

## **Vice President**

The Vice-President shall assist the President and assist the club's officers, committees, and members at the discretion of the President. The Vice-President shall represent the UAAAC and its interests at the UAA Club Council. The Vice-President shall also be responsible for coordinating membership drives at the beginning of each semester. In the event that the President is unable to perform his or her duties, the Vice-President shall assume the duties of President until such time that the President is able to perform his or her duties again. In the event that the office of President becomes vacant, the Vice-President shall assume the office of President and elections will be held to elect a new Vice-President.

## **Director of Programs**

The Director of Programs shall be responsible for chairing and appointing the three members of the Programs Committee, the Programs Committee will be responsible for planning and organizing educational, social, and professional programs, events, and seminars that will benefit the UAAAC membership and community. The Director of Programs shall also be responsible for locating speakers for membership meetings.

## **Director of Finance**

The Director of Finance shall be responsible for the proper accounting and reporting of club monies and assets. The Director of Finance shall also be responsible for drafting a budget for the succeeding year.

## **Director of Public Relations**

The Director of Public Relations shall be responsible for publication and mailing of the *Accountant's Apprentice*, the official newsletter of the UAAAC. The Director of Public Relations shall create press releases for the local media. The Director shall also be responsible for creating and disseminating flyers, bulletins, brochures, and advertisements concerning club activities and meetings as well as updating various bulletin boards around campus.

## **Secretary**

The Secretary shall prepare the minutes of all UAAAC membership meetings and executive meetings and shall provide copies of the minutes to the Director of Public Relations for publication in the newsletter as well as any individual or group that so requests them. The Secretary shall prepare or assist other officers with the UAAAC correspondence. The Secretary shall also serve as club historian and archive all documents not currently in use.

## **Section 3**

The President shall have the authority to appoint, with the advice and consent of the general membership, members to the following associate positions. Internship and Scholarship Coordinator, Fund Raising Chair, Parliamentarian, Accounting Lab Coordinator, Volunteer Income Tax Assistance (VITA) Coordinator, and CPA Review Coordinator. Associates shall serve at the leisure of the President for a term commencing on the date of the appointment and continuing until a new representative is appointed. Associates can be removed from office by a majority vote of the UAAAC membership.

### **Internship and Scholarship Coordinator**

The Director of Internships and Scholarships shall be responsible for coordinating, recruiting, and publicizing student internship and scholarship opportunities with private, governmental, university, and club sources. The Director of Internships and Scholarships shall also chair the five-member Scholarship Committee. The Scholarship Committee shall be responsible for designing the application and decision criteria for the UAAAC Accounting Club Scholarship.

### **Fund Raising Chair**

The Fund Raising Chair shall be responsible for chairing the three member Fund Raising Committee. The Fund Raising Committee shall be responsible for planning and organizing all fund raising activities of the UAAAC.

### **Parliamentarian**

The Parliamentarian shall ensure that each membership and executive meeting is conducted in accordance with the constitution, Robert's Rules of Order, and the State of Alaska Open Meeting Laws. The Parliamentarian will serve as a resource in answering procedural questions and shall ensure that the individual rights of all members of the UAAAC are not infringed. The Parliamentarian shall chair any committee appointed to amend this constitution.

### **Accounting Lab Coordinator**

The Lab Coordinator shall serve as a point of contact between faculty, students, and tutors for the effective and efficient operation of the UAAAC Accounting Lab. The Accounting Lab Coordinator shall recruit members to serve as volunteer tutors and use the available club resources to advertise the Accounting Lab. The Coordinator shall also be responsible for planning, organizing, and implementing a CPA review program for members and acquiring, managing, and disseminating any club CPA review resources.

### **VITA Coordinator**

The VITA Coordinator shall serve as a point of contact between the Internal Review Service, volunteers, and the general public for IRS VITA Program. The VITA Coordinator shall recruit members to serve as VITA volunteers and use the available club resources to advertise the VITA program. The VITA Coordinator shall be appointed contingent upon IRS approval.

### **Section 4**

The President will appoint representatives to the following professional organizations. Alaska Society of Certified Public Accountants (ASPCA), Institute of Management Accountants (IMA), Institute of Internal Auditors (IIA), and American Society of Woman Accountants (ASWA).

The duties of the representatives will be to act as a liaison between the UAAAC and the respective organization; to represent and advise the membership of the UAAAC of dates, times, and locations of meetings and other events scheduled by the organization; to attend those functions and to report back to the membership of the UAAAC.

Representatives shall serve at the leisure of the President for a term commencing on the date of the appointment and continuing until a new representative is appointed. Representatives can be removed from office by a majority vote of the UAAAC membership.

### **Section 5**

Members of the Fund Raising, Programs, Scholarship and Constitution Committees shall serve at the leisure of the President. Committee members can be removed from office by a majority vote of the UAAAC Membership.

## **Article V: Elections**

### **Section 1**

All regular and special elections shall be held during the Autumn and Spring semesters. All elections shall be held in accordance with the State of Alaska Open Meeting Laws and shall be advertised at least two weeks in advance. The faculty advisor will observe all elections and report any errors or irregularities to the members present during the vote.

### **Section 2**

Election of officers shall be held during the last membership meeting of the UAAAC in the month of April. Special election(s) may be held at any membership meeting when an elected position is vacated. Any voting member elected to fill a vacancy shall serve the remainder of the regular term office.

## **Article VI: Removal from Office**

### **Section 1**

An elected officer may be removed from office for excessive absences from regular and executive meetings, failure to perform their assigned duties, or by participating in activities that are unbecoming and officer and member of the UAAAC. Removal of an officer will require 2/3 vote of officers in executive session and a majority vote at a UAAAC membership meeting.

### **Section 2**

All associates, representatives, and committee members shall serve at the leisure of the President. Associates, representatives, and committee members can be removed by a majority vote at a UAAAC membership meeting.

## **Article VII: Meetings**

### **Section 1**

The UAAAC shall conduct all meetings in accordance with the State of Alaska Open Meeting law. Notice shall be posted within seven days of all meetings. The President shall schedule, set the agenda of, and chair executive meetings, and membership meetings each month during the Autumn and Spring semesters. Special meetings may be called at any time by a majority vote of the elected officers for due cause or for emergency action during the summer. Special meetings may be chaired by the President or any officer receiving a majority vote of voting members. Meetings of the UAAAC shall be conducted so that all members have an equal voice and shall adhere to the rules and protocol set forth in this constitution and Robert's Rules of Order.

### **Section 2**

A quorum must be present at all regular membership meetings as set forth in the by-laws. Minutes of past meetings shall be available at the next regularly scheduled membership meeting. A finance report shall also be a present to the membership during all regularly scheduled membership meetings.

### **Section 3**

In all matters of voting, except where otherwise stated in this constitution, a majority will be considered to be 50.1 percent of the voting members present. The President shall be have the authority to break all ties. If the President wishes to abstain from voting, the vote will be considered a no vote and the matter will be considered to have failed.

## **Article VIII: Amendments**

Amendments, additions, or changes to this constitution require 2/3 vote of the constitutional committee and 2/3 voting members present at regular membership meeting. Notification of proposed changes must be posted at least two weeks in advance.

## **By-Laws**

### **Section 1**

The dues for membership in the UAAAC shall be \$15 per year. \$10 per semester for student members, and \$25 per year for friend and associate members. In order to increase membership and participation of underclassmen, first year dues shall be offered at a 50 percent discount.

### **Section 2**

A quorum for membership meetings shall be represented as 20 percent of the total voting membership or 20 voting members of which shall be 4 officers.

### **Section 3**

Excessive absences shall be considered absence from 2 consecutive executive and/or membership meetings or absence from 3 executive and/or membership meetings per semester or absence from 5 executives and/or membership meetings during the term of office.

### **Section 4**

The signature of the President and the Director of Finance shall be required for all expenditures of club funds. In case of petty cash reimbursement(s) for the President or Director of Finance, a third officer signature shall be required. Petty cash reimbursements shall be limited to \$100.

### **Section 5**

A copy of this constitution and by-laws shall be given to each member upon joining the club and upon changes of this constitution or by-laws.

### **Section 6**

An agenda and budget for the succeeding year shall be presented and voted on at time of elections at the April membership meeting each year.

### **Section 7**

Members of the UAAAC shall conduct themselves in accordance with the ethics provision of the Code of Professional Conduct of the American Institute of Certified Public Accountants (AICPA).